

# **MASSACHUSETTS APPLICATION FOR HMEP PLANNING GRANTS FOR FY'2000**

## **INTRODUCTION**

In accordance with the Hazardous Materials Transportation Uniform Safety Act of 1990 (HMTUSA), the Massachusetts State Emergency Response Commission (MSERC) is making grants available to Local Emergency Planning Committees (LEPCs) for emergency planning for chemical emergencies, as required under the law. The goal of the grant program is to assist LEPC's in complying with the emergency planning requirements pursuant to the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) or better known as The Superfund Amendment Re-authorization Act of 1986 (SARA Title III).

Under Sections 301 and 303 of the Act, LEPC's are required to: appoint a chairperson and establish rules by which the committee will function; establish procedures for receiving and processing requests for information from the public under Section 324, including Tier II information under section 312; complete an emergency response plan and review such plan once a year, or more frequently as circumstances change in the community or at any facility; and evaluate the need for resources necessary to develop, implement, and exercise the emergency plan and make recommendations with respect to additional resources that may be required.

## **BACKGROUND**

The HMEP Planning and Training Grant Program is being funded from 1999 through 2005 with revenue collected pursuant to Section 117A of the Act which requires transporters of hazardous materials to pay an annual registration fee of \$300. The funds will be appropriated to states who are then required to pass through 75% of the funds directly to LEPCs.

Massachusetts has 40 certified LEPCs. Part of the SERC's responsibilities under the federal law is to ensure that emergency response plans are coordinated between communities. Therefore, emphasis has been placed on multi-jurisdictional projects. However, the grant guidelines do provide opportunities for single LEPC projects.

## **GOALS**

The goal of the planning grant program is to provide financial assistance to local emergency planning committees for developing, improving and implementing emergency response plans.

## **ELIGIBILITY**

Grants will be awarded to LEPCs as appointed pursuant to Section 301 of EPCRA.

## **ELIGIBLE PROJECTS**

The following are eligible projects:

- Conducting hazards analysis
- Development of a regional LEPC plan
- Enhancement of emergency plans to include response procedures involving transportation of hazardous materials and routing assessments
- Assessment to determine flow patterns of hazardous materials between LEPCs and maintenance of a system to keep such information
- Assessment of local response capabilities
- Other activities which contribute to the development, improvement, and implementation of the emergency response plans required under EPCRA.

## **AMOUNTS AND TYPES OF ASSISTANCE**

The SERC anticipates giving a minimum of 3 planning grants to LEPCs in amounts not to exceed \$10,000 each. Proposals in excess of these amounts will not be considered. Smaller proposals are welcome, but should be more than \$1,000. The FY'2000 project period will be October 1, 1999 through September 30, 2000.

## **ALLOWABLE EXPENSES**

- printing and reproduction costs
- mail and postage costs
- equipment rental
- supplies and materials (pens, pads, paper, binders, etc)
- limited software for planning purposes
- phone charges/internet service provider charges
- reference materials for planning purposes
- community outreach materials
- legal advertisements
- hiring of private contractors

## **NON-ALLOWABLE EXPENSES**

- personnel costs
- overtime
- travel expenses
- per diem
- purchasing of operational equipment
- salaries
- benefits
- training

## **TERMS OF FUNDING ASSISTANCE**

Recipients are not required to provide matching funds under this program, however, it would be beneficial to list any in-kind contributions which are used during the project. Examples of in-kind contributions include: salaries, per diem, overtime, travel expenses, equipment, facility space (training sites, classrooms, meeting rooms, etc), volunteer time, etc. Please list these contributions including dollars amounts for each (See Page 9). These contributions will be used for next year's application from the State to the DOT.

Recipients cannot use the funds from this program in conjunction with funds from another federal or state grant program to conduct the same project. Examples of other federal assistance programs are: FEMA State and Local Assistance Program, FEMA SARA 305A Funds, FEMA Exercise Assistance Program..

## **DEADLINE FOR SUBMISSION**

All applications for fiscal year 2000 are due by December 1, 1999. Please send completed applications to the name and address listed below.

## **SELECTION CRITERIA AND GRANT REVIEW PROCESS**

Applications will initially be categorized into 1 of the following 3 categories:

- 1) Multi-jurisdictional projects which will enhance planning through mutual aid planning and response with adjacent communities along a major transportation corridor. A major transportation corridor such as Interstate 91, 90, 95, 93, 495, 290, 190, 395, 84, or 195; US Highway 20, 3, 1, 6, 7, or 44; or State Highway 128, 9, 24, or 2.
- 2) Multi-jurisdictional projects which will enhance planning through mutual aid and response with adjacent communities for rural LEPCs. A rural LEPC shall be considered a municipality whose score is equal to or less than 24, as ranked by Region I EPA (see Appendix A).
- 3) Improvement of planning for a single or multi-jurisdictional LEPC within a priority planning area or an area with demonstrated significant risk to chemical accidents. In order to apply in this category, a single LEPC applicant must have a score equal to or greater than 29, and a multi-jurisdictional applicant must have at least one municipality with a score equal to or greater than 25, as ranked by Region I EPA (see Appendix A).

For the purposes of applying for funding, multi-jurisdictional will be defined as more than 3 municipalities.

Each grant should include the following criteria, and will be ranked accordingly:

- 1) **Potential Benefit** - The applicant should identify the potential benefit the project will have to the LEPC and State. The project should build local emergency response capabilities and LEPCs should demonstrate that the project is needed.
- 2) **Technical Soundness** - The proposal should be appropriate for addressing the identified problems and feasibility for implementation.
- 3) **Likelihood for Continuation** - If the project is intended to be of continuing value to the LEPC, the proposal should indicate how the programs will be carried out after the project period. For projects designed to create a product or model, the proposal should indicate how the product or model can be of continued use.
- 4) **Hazard Potential** - The proposal should identify the potential for hazard considering factors such as population, industrial base, chemical incidents, response capability/resources, and transportation routes. Please explain what impact the proposal might have on reducing risk in the community.

The highest ranking proposals will be selected from each category considering the 4 ranking factors listed above, until the dollar amount of the proposals reaches the maximum amount available.

Grants will be reviewed by the State Emergency Response Commission Planning and Exercise Committees. The Committees will make recommendations to the SERC for approval. The decision of the SERC shall be final.

## **APPLICATION REQUIREMENTS**

1) A written statement certifying that the Local Emergency Planning Committee(s) is in compliance with Section 301 and 303 of EPCRA (See Page 9).

2) A statement designating a project manager and the name, position, address and telephone number of the individual who will be responsible for coordinating the funded activities with other agencies and organizations (See Page 8).

3) A background statement including:

- Current abilities and authorities of the applicant's program for preparedness planning
- Need to sustain or increase program capability
- The impact that the grant will have on the program
- Discussion on knowledge or interest in assessment of transportation flow patterns of hazardous materials within and between the emergency planning districts
- Discussion on degree of mutual aid planning and response protocols
- Statement as to which grant category the applicant falls under

4) A project narrative statement of the goals and objectives of the proposed project including:

- a detailed description of the project
- a timeline for the project including starting and ending dates
- and any expected results (exercise, plan, report, database, etc)

5) A completed project budget and a list of tasks, their completion date and associated costs.

The grantee will be required to enter into a written agreement to complete the project in accordance with the application as approved.

**QUESTIONS OR FURTHER INFORMATION ON THIS GRANT MAY BE  
DIRECTED TO:**

John Tommaney  
Hazmat Program Coordinator  
Massachusetts Emergency Management Agency  
400 Worcester Road, PO Box 1496  
Framingham, MA 01701-0317

(508)820-2000      FAX (508)820-2030

# **INSTRUCTIONS**

## **Part I Applicant Information**

**Applicant Name:** Fill in the name of the LEPC who is applying for funds.

**Project Manager:** Name of the individual who will manage the project and be the chief point of contact for the State Emergency Response Commission.

**Project Title:** Give a brief title to your project.

**Project Description:** Use 1 or 2 sentences to provide a description of your project. (a more detailed description is required under the application requirements section) Use additional pages if necessary.

**Category of Grant Applied for:** Refer to Page 4 Selection Criteria and Grant Review Process. Check off the category your project falls under.

**Estimated Funding:**

**State:** The dollar amount you wish to have the state provide to fund your project.

**Other:** The dollar amount of contributions and/or equipment and services volunteered for the project(Refer to Page 3 Terms of Funding Assistance for details).

**Total:** The project total of State funds and other contributions.

## **Part II Certification of Compliance**

States and local communities are required to be in compliance with Section 301 and 303 of the Emergency Planning and Community Right-to-Know Act (EPCRA), therefore, this certification must be signed.

## PART I APPLICANT INFORMATION

**Applicant Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Project Manager:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Category of Grant Applied for (check one only):**

Multi-Jurisdictional Highway \_\_\_\_\_

Multi-Jurisdictional Rural \_\_\_\_\_

High Priority/Significant Risk \_\_\_\_\_

**If Multi-jurisdictional, list communities included in project:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Estimated Funding:**

State Funds: \$ \_\_\_\_\_

Other Funds: \$ \_\_\_\_\_

Total Project: \$ \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date



## PART II CERTIFICATION OF COMPLIANCE

The applicant certifies compliance with Section 301 and 303 of the Emergency Planning and Community Right-to-Know Act.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

## PART III BUDGET INFORMATION

	STATE	OTHER (cash in-kind)	TOTAL
1. Personnel Costs (Salaries, Overtime, Etc):			
2. Equipment Rental:			
3. Travel Expenses:			
4. Supplies/Materials:			
5. Printing/Postage:			
6. Equipment Purchase:			
7. Food:			
8. Facility Space:			
9. Miscellaneous :			
10. <b>TOTAL:</b>			